

Drainage Recommendation Review

Introduction

Roadway Design will send a letter informing us that the roadway plans are available for review at the Drainage Recommendation stage of development. This is the first time that plans are available for our review. Example 16 illustrates the Drainage Recommendation letter. At this stage in the TIP process, Traffic Control will assume the responsibility of coordinating for the Branch. Normally, this will be the last stage that Plan Review is involved.

Step By Step Procedure

1. Enter type of review into the Plan Review Database as **Drainage**. Roadway typically sets the due date or set due date for 2 months. Pull the project file.
2. Bring up the CADD files for the plans from the location indicated by the letter (usually) CC4/Dept-Units/Roadway/Transfer/TIP#). Copy the entire TIP directory onto your computer. See Example 17 for Roadway Design extension nomenclature. After printing the title sheet and any relevant plan sheets that are necessary for the review, delete the directory. This step should be done as soon as the assignment is received while the files are still on the server.
3. Review plans using previous recommendation letters and analyses. Perform additional analyses as necessary (for new volumes or for different geometry than was previously analyzed).
4. Discuss with Plan Review Engineer.
5. Prepare letter with any recommendations or prepare the “No Comment” form letter to Roadway (see Example 18). Copy appropriate groups if we make recommendations.
6. Enter completion date and relevant comments into Plan Review Database and file.